interTRAX™ Suite
MOBILE express™

User Guide
Version 3
2011

Contents

Disclaimer

Salamander Technologies, Inc. has made its best efforts to make the *interTRAX®* system reliable and defect-free; however, any computerized system is subject to malfunction including operator error, undetected system "bugs", and power or communication outages. Salamander Technologies, Inc. cannot and does not warrant that the system will perform flawlessly at all times and under all conditions.

1 Introduction to *interTRAX*^{TM} MOBILE express™ Software

Overview

The interTRAX™ **MOBILE express™** software is used to:
- Enter, assign and track company, responders and equipment information
- Form companies prior to an incident and use the information at any time during an incident.
- Securely access medical data that is stored in machine-readable media.
- Automatically detect and share information with other MOBILE express™ users in real time.
- Sync information to interTRAX Command

Welcome to the *interTRAX™* **MOBILE express**™ User Guide. Salamander Technologies, Inc. is setting the standard for resource accountability in the Emergency Services throughout the United States. The *interTRAX™ Suite* was designed with three objectives in mind:

Simplicity – The *interTRAX™* Suite uses nationally recognized incident management procedures. Use of the MOBILE Unit [MU] is self-explanatory and intuitive. MOBILE Units, often referred to as Pocket Personnel Computers, set the standard for simplicity in the industry. Most important, the PDF417 ID tags used in *interTRAX™* carry the person's database – just aim and shoot the MU to capture and display this data (name, rank, personal ID number, department, qualifications, etc.) on the spot. Operators can be trained to use the system in a matter of minutes.

Survivability - There are three tiers of survivability in the Salamander Technologies, Inc. system so even a complete breakdown in electronic equipment does not inhibit accountability:

>   If communications to Central Dispatch are lost, incidents can be run from the Command Module.

>   If the Command Module is inoperable, basic accountability can be maintained via the MU's.

>   In the unlikely event that the MU's are down, ID tags and hardcards can be used as a traditional dog tag system to allow manual accountability.

PDF417 barcodes represent the ultimate in a distributed database – they survive even if the electronic equipment is destroyed or inoperable.

Scalability - The *interTRAX™* Suite was designed to scale across all of the emergency services so that it would be the right size for the needs and budgets of any organization. Small organizations can start with an *interTRAX™* Suite compatible manual ID system. Medium organizations can purchase a basic *interTRAX™* Suite system for only a few thousand dollars. Large organizations can deploy multi-MU systems as part of a Wireless LAN controlled by a Command Module. You can barcode only your organization or you can barcode

all mutual aid organizations in the surrounding area. If the incident expands beyond mutual aid, you can use a label printer to barcode new responders at staging. Tell your mutual aid partners about the system: the *interTRAX™* Suite unites all of the emergency services, local, state & national responders with a common machine-readable format.

interTRAX™ Barcode & Smart Card Information

The *interTRAX*™ barcode is a two dimensional, high capacity barcode that follows the PDF417 data format. The *interTRAX*™ smart card is an ISO standard 14443 or ISO standard 15693 contactless RFID card. The use of the information contained within either medium is protected by United States of America and International patents.

Within the *interTRAX*™ suite the contents of the Smart Card and the barcode are identical.

The first time a Smart Card is encoded it is setup to hold either company or non-company information. After the initial setup of a company Smart Card it may be encoded with company information and a non-company Smart Card may be encoded with assignments, personnel, equipment and victims.

interTRAX™ Barcode & Smart Card Encoding – Personnel

Personnel Container

The personnel container holds the following information. The items in bold print may be displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. **Organization ID**
5. **Organization Name**
6. **Personnel ID**
7. **Last Name**
8. **First Name**
9. **Rank**
10. Date of Birth
11. **Qualifications**

Human-Readable Text
Velcro Tag Label
- First Name
- Last Name
- Personnel ID

Personnel Label
- First Name
- Last Name
- Organization ID
- Personnel ID

- Organization Name

CR-80 PVC Card
- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Laminated Manual ID Tag
- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Avery Label
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Organization Name

interTRAX™ Barcode & Smart Card Encoding – Personnel Medical

Personnel Medical Container
The personnel medical container holds the following information. The items in bold print may be displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
5. Personnel ID
6. **Physician Name**
7. **Physician Phone**
8. **Insurance Carrier**
9. **Insurance Policy number**
10. **Emergency Contact**
11. **Emergency Contact Phone**
12. **Organ Donor**
13. **Resting Pulse**
14. **Blood Pressure**
15. **Blood Type**

16. **Gender**
17. **Religion**
18. **Medications**
19. **Allergies**

NOTE: The data read from the medical container is not retained by the MU's.

Human Readable Text
Laminated Manual ID Tag
The human-readable medical information is printed on the inside of the tag and is protected inside a heat-sealed laminate pouch. It includes all of the highlighted information above.

interTRAX™ Barcode & Smart Card Encoding – Evacuee (rapidTAG evac) or Patient (Mobile EMS)

Evacuee/Patient Container
The evacuee/patient container holds the following information. The items in bold print may be displayed in human-readable text depending on the format of the ID Tag. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. **First Name**
2. **Last Name**
3. **ID**
4. **Date of Birth**
5. **Gender**
6. **Class (e.g., adult, caregiver)**
7. **Triage Priority**
8. Address
9. Special Needs
10. Parent
11. Triage Time

interTRAX™ Barcode & Smart Card Encoding – Equipment & Assignment

Equipment Container
The equipment container holds the following information. The items in bold print are displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the piece of equipment.

1. Organization Country
2. Organization State

3. Organization Type
4. Organization ID
5. Organization Name
6. Equipment ID
7. Manufacturer Make
8. Model
9. Description
10. Manufacture Date
11. Equipment Type
12. Date in Service
13. Features (qualifications)

Equipment Label
- Description
- Organization ID
- Equipment ID
- Organization Name

CR-80 PVC Card
- Organization Name
- Equipment ID
- Description
- Manufacture Date
- Manufacturer Make
- Model

Avery Label
- Description
- Organization ID
- Equipment ID
- Organization Name

Assignment Container
The assignment container holds the following information. The item in bold print is displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the assignment.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
5. Assignment

Assignment Label
- Assignment

<u>**Avery Label**</u>
- Assignment

interTRAX™ Barcode & Smart Card Encoding – Company

<u>**Company Container**</u>
The company container holds the following information. The items in bold are required.

12. **Organization Country**
13. **Organization State**
14. **Organization Type**
15. **Organization ID**
16. **Organization Name**
17. **Company Name**
18. **Company ID**
19. Kind
20. Designation
21. **NIMS Type**
22. Qualifications
23. Leader Flag
24. Personnel Collection
25. Equipment Collection'
26. Crews (not in barcode)

<u>**Default Human-Readable text**</u>

- Company Name
- Company ID
- Organization
- NIMS Type
- Company Leader Name
- Qualifications

2 Using MOBILE express™

Introduction

MOBILE express™ allows you to
- Enter companies electronically or manually
- Enter responders and equipment electronically
- Assign and track companies, responders and equipment.
- Form companies prior to an incident and use the information at any time during an incident.
- Securely access medical data that is stored in machine-readable media.
- Automatically detect and share information with other MOBILE express™ users in real time.
- Sync information to interTRAX Command

Start MOBILE express™

Double click on

OR

Start → Programs → Salamander → MOBILE express™

The MOBILE express™ screen will appear

Initial Setup

MOBILE express™ opens on the Incident Tab screen.

If this is the first time that MOBILE express is being used following the initial installation you should proceed to Settings to setup an organization and at least one scanning device. NOTE: You must setup at least one scanning device in order to enter responders and equipment.

The Settings Section immediately follows the Incident Quick Start Section.

Incident Quick Start

To begin a new incident or open an incident that is in progress, click on **START**.

Incident – New Tab

The information on the **New** tab is <u>not required</u>. You may click on the **Save** button and begin the incident immediately.

NOTE: All of the information may be changed once the incident begins except for the Organization and Type.

Run Number. Type in an incident number. The maximum number of characters is 50.

Organization. The organization represents the information that appears in Settings → Organization. NOTE: If the Organization is not correct go to Settings → Organization and add the organization.

Name. Type in an incident name. The maximum number of characters is 50.

Type. Choose from the dropdown

Start Date. The date reflects the information from the current settings on the MOBILE express computer.

Is Training. Check this box for a training session.

Location. Click on the down arrow next to Location to expand the location information area. The information is not required.

Click on the **Save** button when all of the information is complete.

Incident – Find Tab

The **Find** tab provides you with information on previous incidents including the Start Date/Time and End Date/Time (if applicable).

- You may open incidents that have been ended.
- When you exit MOBILE express the open incident will not be ended.

To start an incident, click the arrow in the **Open** column.

Open	Type	Name	RunNumber	IsTraining	StartDate	EndDate
	Good Intent Call	Front Street	20101025-1	False	10/25/2010 12:06:36 PM	
	Fire	Fire 300 South Summit Street	20101019-1	False	10/19/2010 10:57:24 AM	10/21/2010 3:37:42 PM

Basic Functionality

You can quickly identify the status of an assignment or a company. When highlighted in green an assignment or a company may receive information via a scan. To highlight an assignment in green, click on the assignment or scan in an assignment. To highlight a company in green, click on the company and click on the scan destination button.
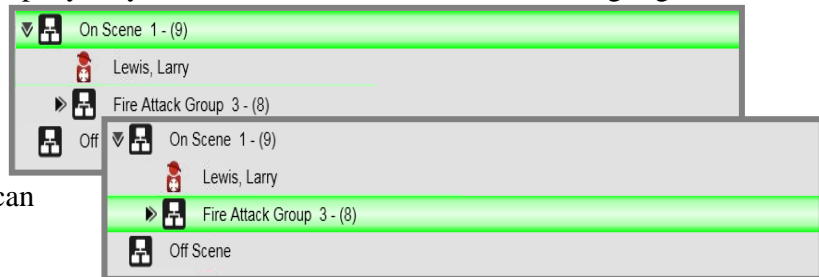
Settings

If this is the first time that MOBILE Express is being used following the initial installation you should setup your organization, at least one scanning device, and a command server if you wish to send the information to Command. NOTE: The Local Networks found in the Connection Explorer Section are available only when there is an open incident.
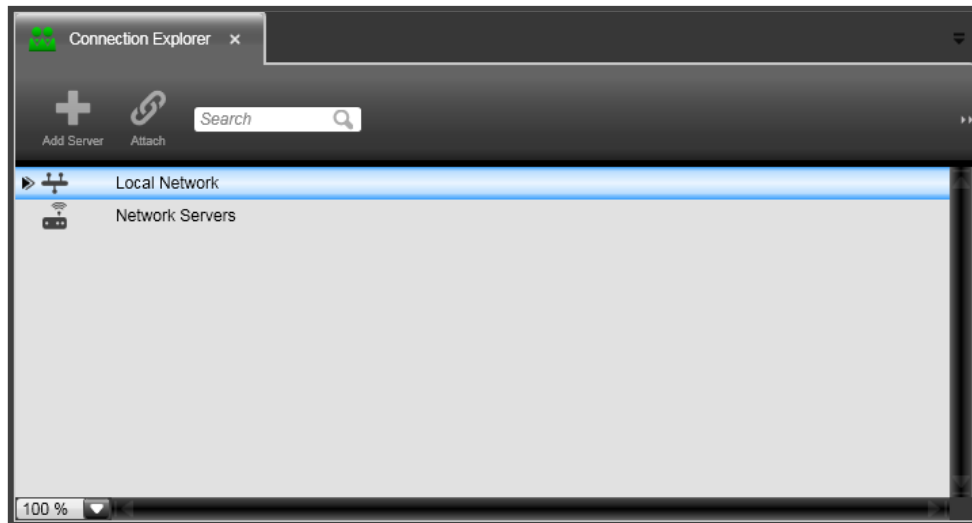
Connection Explorer
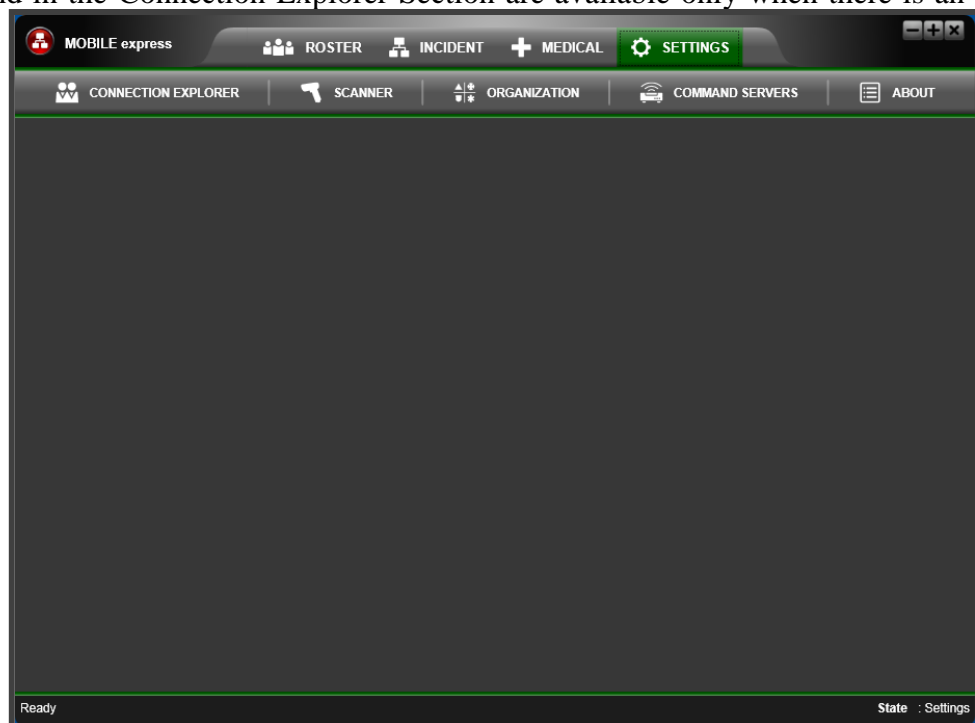
CONNECTION EXPLORER
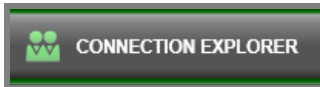
Local Network

You must have an incident open in order to see the local networks that are available.
Click on
**Local
Network**.

Multicast DNS or Zero Network Configuration allow you to effortlessly detect, connect, and share data with other copies of Mobile Express on a common network without knowing computer names or IP addresses. Mobile Express automatically finds and presents a list of detected Mobile Express instances.

Attach

Highlight the Incident or Incidents with which you would like to share data and click on the **Attach** icon. The **Attached:** information will change from False to True
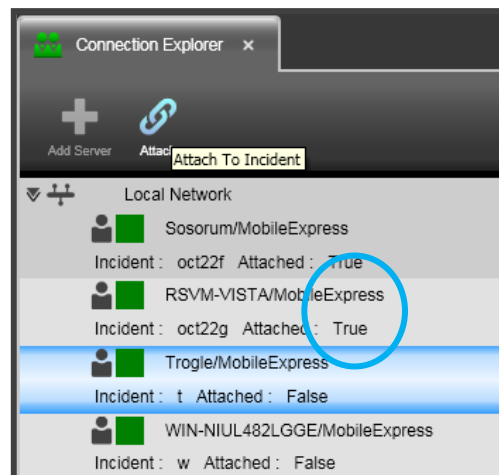
Functionality

Once you have attached to another incident all of the information from that incident will appear in the open incident. The information can be changed by the users of either computer and will be updated automatically at both locations. To identify the computer that made the most recent change to the information open the Log and the device name will be listed.

Network Servers – Future Use

Scanner
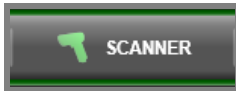
You must setup at least one scanning device in order to enter responders
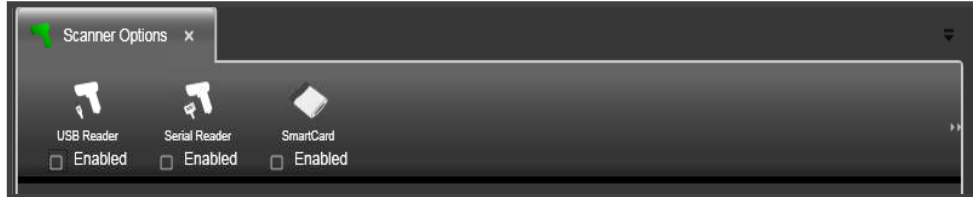
and equipment. Responder and equipment information may be captured from an *interTRAX™* ID tag barcode (using a Symbol DS3408, DS3478 or DS6707 scanner) and a smart card (using a HID Omni key device). Responders and equipment may be entered as single resources or as part of a company.
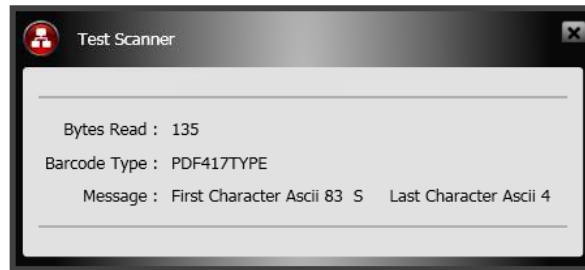
USB Reader
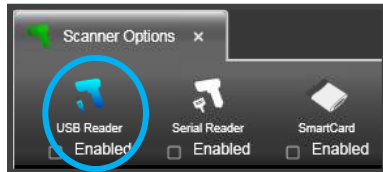
To setup a USB reader, click on the **USB Reader** icon and the **USB Reader** screen will appear. Plug in the DS 3478 Cordless Bluetooth scanner or the DS6707 tethered scanner

Type in the **Device Name,** choose the **Device Type** from the dropdown and check the **Auto Load** box. Click on the **Test** icon in the upper left hand corner and the **Test Scanner** screen will appear.
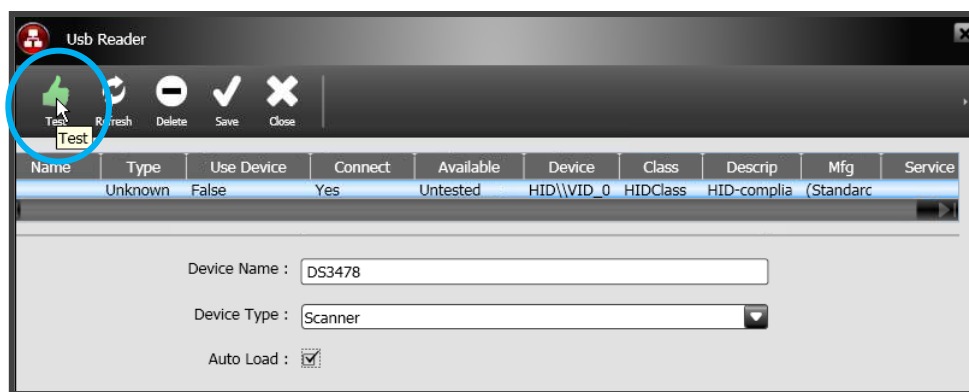
Scan an *interTRAX™* barcode and the information will appear. To close, click on the **X** in the upper right hand corner.

The **USB Reader** screen will appear. Click on the **Save** and **Close** icons
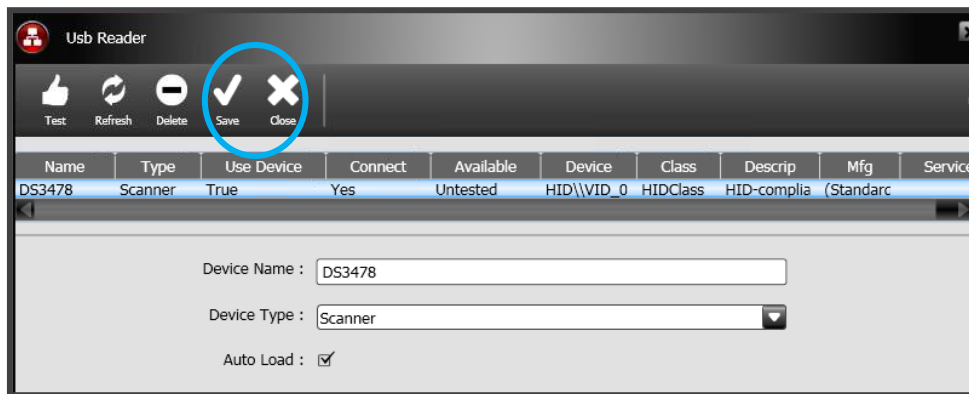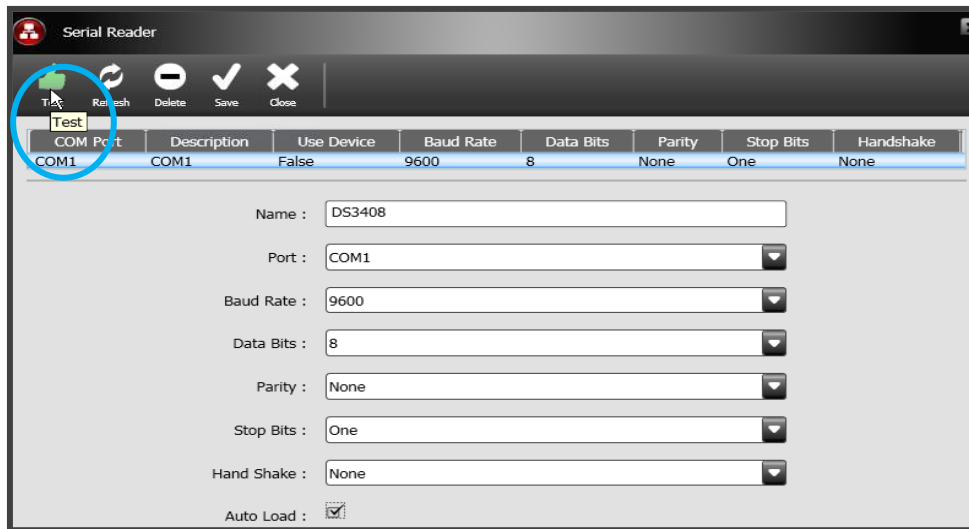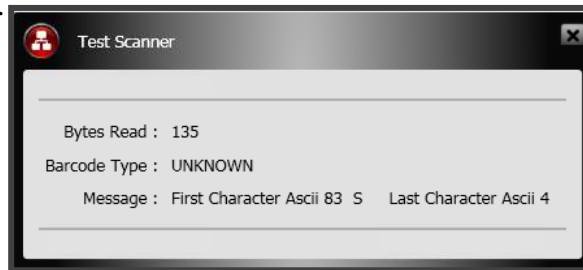

Serial Reader
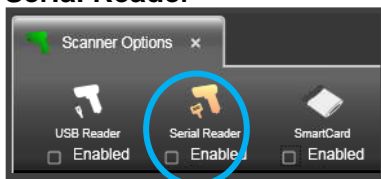
To setup a Serial reader, click on the **Serial Reader** icon and the **Serial Reader** screen will appear. Plug in a Symbol DS3408 tethered scanner.

Type in the **Name,** choose the **Port** from the dropdown and check the **Auto Load** box

Click on the **Test** icon in the upper left hand corner and the **Test Scanner** screen will appear

Scan an *interTRAX™* barcode and the information will appear. To close, click on the **X** in the upper right hand corner.

The **Serial Reader** screen will appear. Click on the **Save** and **Close** icons
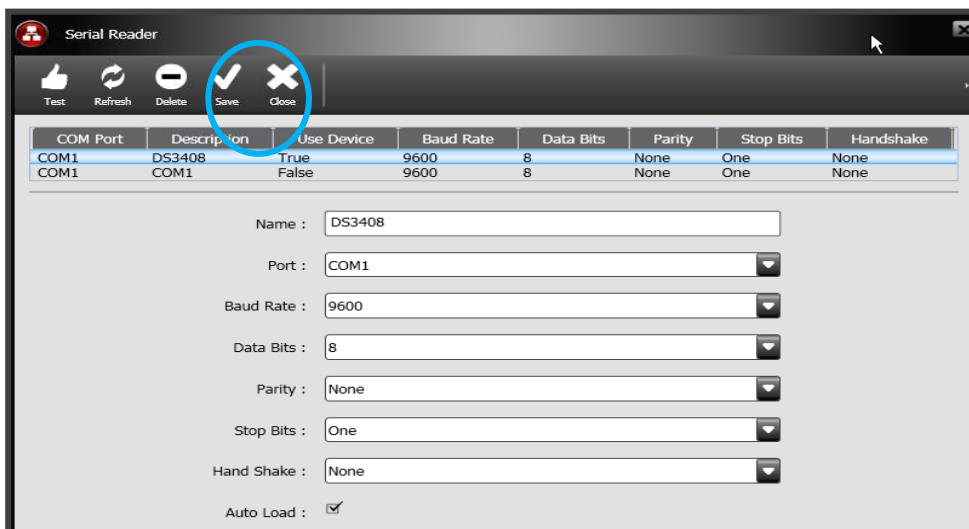
Smart Card
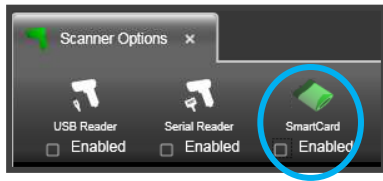
To setup a smart card, click on the **SmartCard** icon and the **SmartCard Reader** screen will appear. Attach the HID OMNIKEY Device and choose the device from the dropdown.
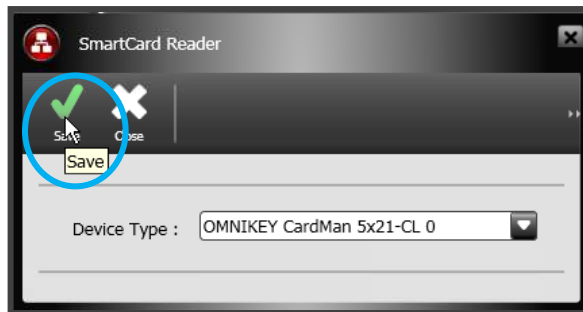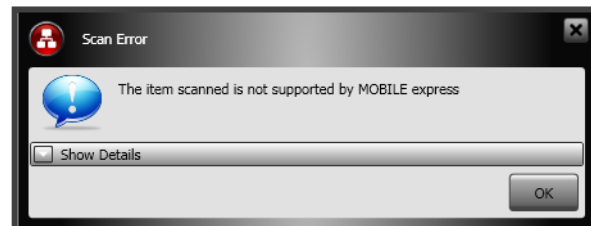
Click on the **Save** icon

Non Supported Media
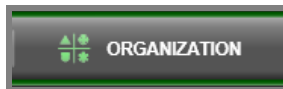
If you scan a barcode or RFID that is not supported by MOBILE express a scan error screen will appear.

Invalid Media

If you scan information for a responder or for equipment and something within that information is not valid in MOBILE express a scan error screen will appear.

Organization

ORGANIZATION

Enter your organization information. All of the information is required.

Name :	Moosewood Fire Department
Organization ID :	12345
Type :	Fire Service
Country :	United States
State :	Alaska

Save

Name. Type in the name. The maximum number of characters is 50.
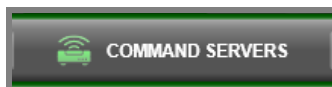**Organization ID.** Type in the Organization ID. The maximum number of characters is 15.
Type. Choose from the dropdown
County. Choose from the dropdown
State. Choose from the dropdown
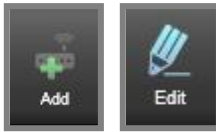Click on the **Save** button when the information is complete.

Command Servers

COMMAND SERVERS

Setup a Command Server if you wish to sync to interTRAX Command.

Add Edit Set Active Delete Test

Name	Server	Protocol	Port	Active	URL	

Add & Edit

To add a Command Server, click on the **Add** icon.

To edit a Command Server, highlight a command server and click on the **Edit** icon. You may edit all of the information.

Name: Command. The maximum number of characters is 25.

Server: IP Address. The maximum number of characters is 50.

Path: Server Name. The maximum number of characters is 50.

Port: Check box and input number if needed. The maximum number of characters is 5.

HTTPS: Select for use

Click on the **Save** button when the information is complete.

Set Active

Highlight the command server and click on the **Set Active** icon. The Active box will change from False to True.

Name ▼	Server	Protocol	Port	Active	URL
Command	172.16.0.214	http	0	False	http://172.16.0.214/CommandServer/Services.svc

| Name ▼	Server	Protocol	Port	Active	URL
Command	172.16.0.214	http	0	True	http://172.16.0.214/CommandServer/Services.svc

Delete

Highlight the command server and click on the **Delete** icon to remove the command server.

Test

Click on the **Test** icon. The status of the test will be reflected in a message that will appear to the right of the **Test** icon. If the connection was not successful click on the **Edit** icon and check the setup information.
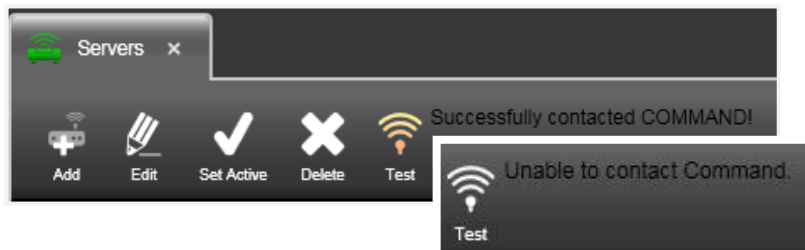
About

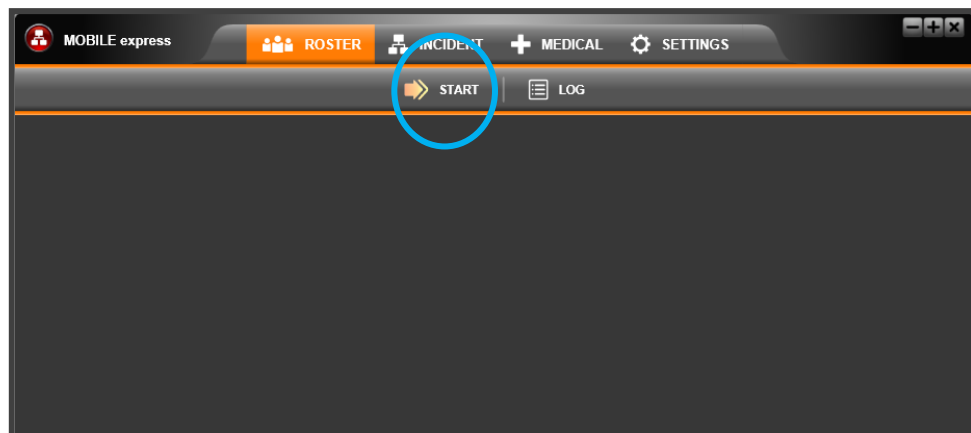# Roster

The Roster function allows you to setup companies. You may scan a company barcode or smart card that contains the company resource information or you may manually enter a company and scan the responders and equipment into the company.

- The Roster may be accessed during an open incident as well as prior to opening an incident.
- A company may be moved to an open incident as a single unit.
- A company that does not contain resources may be setup in the Roster allowing you to add the appropriate resources during an incident.
- When a company that originates in the Roster is used in an open incident the original company information will remain in the Roster and it will not be affected by any changes that are made to it while it is used in an open incident.
- Responders and equipment may be moved from one company to another within the Roster.
- A company and some or all of the responders and equipment belonging to that company may be checked in as On Duty prior to being added to an open incident.

Click on the **START** icon.

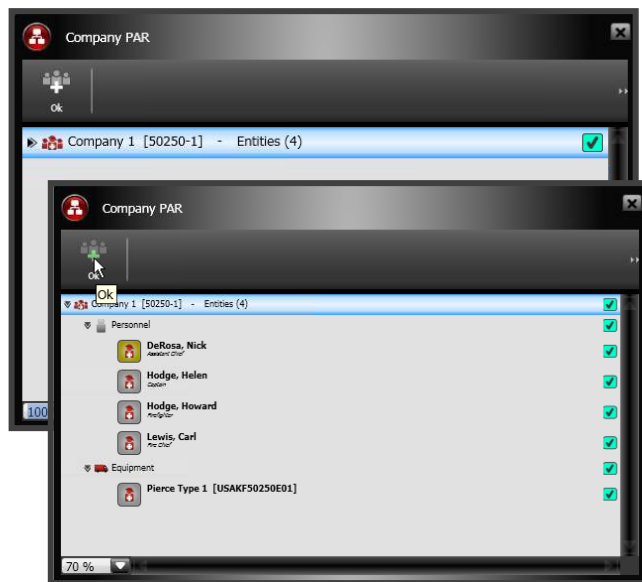The Manage Roster tab will appear

Add a Company

Electronic Entry

With the **Roster** tab active, scan a company barcode or smart card. The **Company PAR** screen will appear. You may expand the company to review the personnel and equipment and to uncheck any resources that are not part of the company.

Click on the **OK** icon and the company will appear on the **Manage Roster** tab.

Manual Entry

Click on the **Add** icon to manually add a Company.

Organization: Choose from the dropdown. If the organization does not exist click on the New Organization button and add the organization.

ID: Type in the ID. The maximum number of characters is 50.

Name: Type in the Name. The maximum number of characters is 50.

NIMS Type: Choose from the dropdown.

Designation: Choose from the dropdown or type into the box. The maximum number of characters is 25.

Kind: Choose from the dropdown or type into the box. The maximum number of characters is 25.

NOTE: The information that you manually enter for the designation and the kind will be used for this record only and <u>will not</u> remain in the dropdown list for additional companies.

When the information is complete, click on the **Save** button and the company will appear on the **Manage Roster** tab.
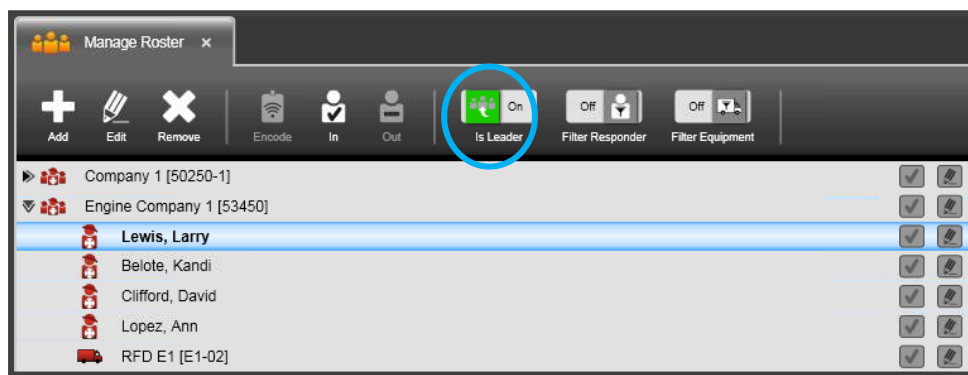
Add Responders and Equipment to a Company on the Roster

Highlight the company and scan the responders and equipment information. The resources will appear indented under the company. The responders will be listed in alphabetical order with last name first and the equipment will be listed in alphabetical order by description.
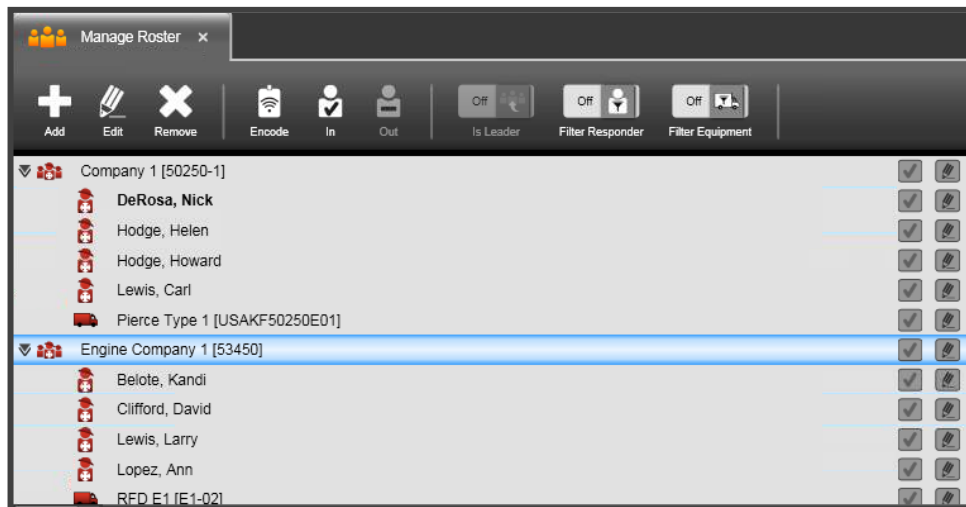
Specify a Company Leader on the Roster

To specify a Company Leader, highlight the responder and click on the **Is Leader** button. The Leader of the Company will appear at the top of the list and will be in bold. NOTE: The Leader may be part of the information that is contained in the electronic media when you scan a company.

Edit

You may Edit Companies, Responders and Equipment. Highlight the resource and click on the **Edit** icon.

Company

The **Edit Company** tab will appear. You may edit the Name, NIMS Type, Designation or Kind.

Click on the **Save** button when the information is complete.

Responder or Equipment

The Edit Roster Member tab will appear.
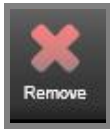
Role. Type in the Role

Status. Off Duty or On Duty. This functionality is also available on the Manage Roster screen using the **In** and **Out** icons or the **Checkmarks** at the right.

Note: Not required.

Click on the **Save** button when the information is complete.

Remove from the Roster

Highlight a company, a responder or a piece of equipment and click on the **Remove** Icon. The Removal or Disband Confirmation screen will appear.
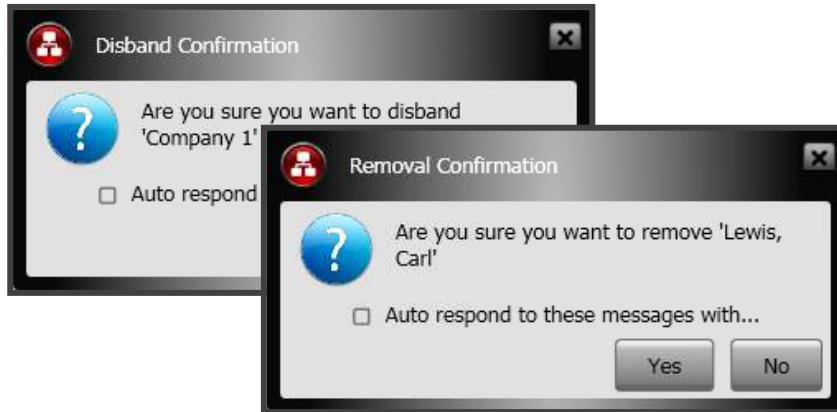
If you click the Yes button on the **Disband Confirmation** screen the company and all of the responders and equipment attached to that company will be deleted.

If you check the box for **Auto responder to these messages with…** you will not receive the Removal Confirmation or Disband Confirmation message again. If you close MOBILE express and reopen it the Confirmation messages will be active once again.

Encode

A Smart Card may be encoded with Company information. Only the resources that are checked will be encoded as part of the company.

Place a smart card on the reader. Check the box if you would like to compare the information on the card with the information that you wish to encode. Click on the Encode icon.
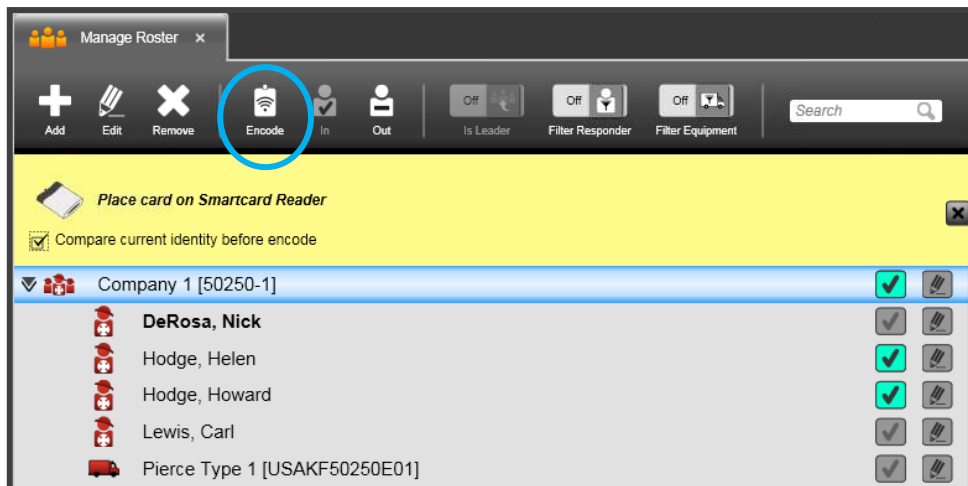
A message will appear when the Smart Card has been successfully encoded

When a card has been encoded and it is scanned, the company and resource information will appear on the Company PAR screen. You may click **OK** and accept the information or you may change the check boxes prior to clicking **OK**.
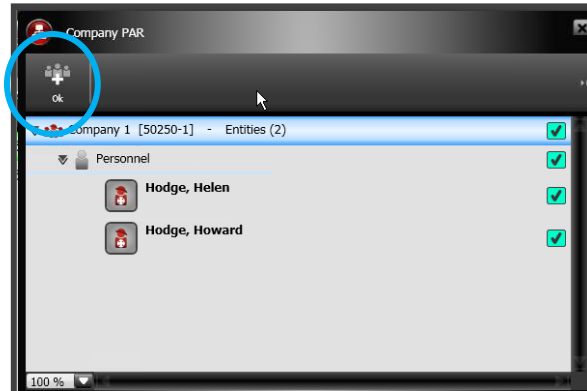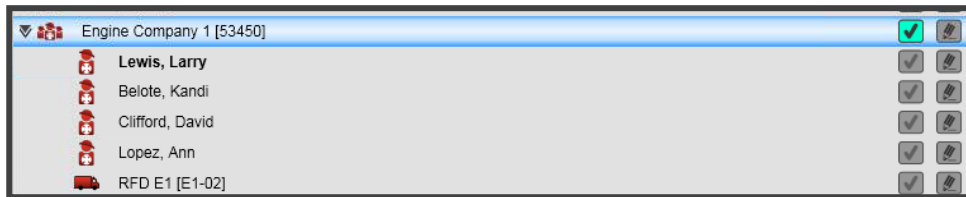

Check In
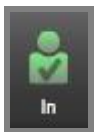
The **Check In** function allows you to give companies, responders and equipment <u>On Duty</u> status.

There are several ways to Check In a resource.

1. Highlight a resource and click on the **In** icon at the top of the screen. You may check in multiple resources by highlighting a resource and pressing the control key and clicking on multiple resources to highlight them. Click on the **In** Icon at the top of the screen.

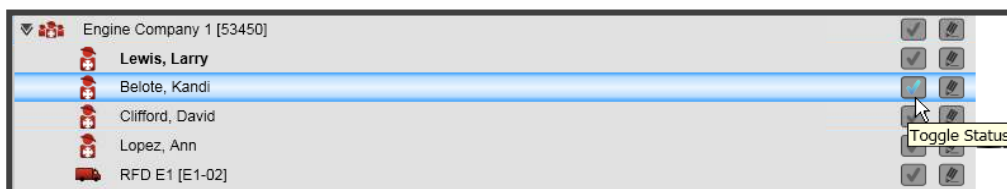The box to the right of the resource will be illuminated and the **Out** icon will be available.

2. Highlight the resource, right click and a dropdown will appear. Click on **Check In.**
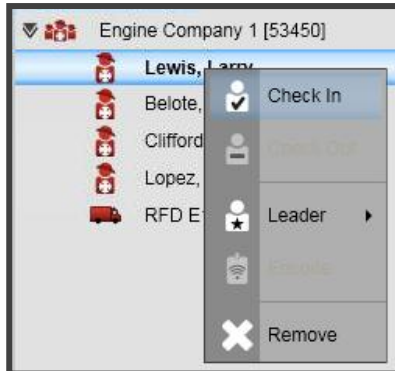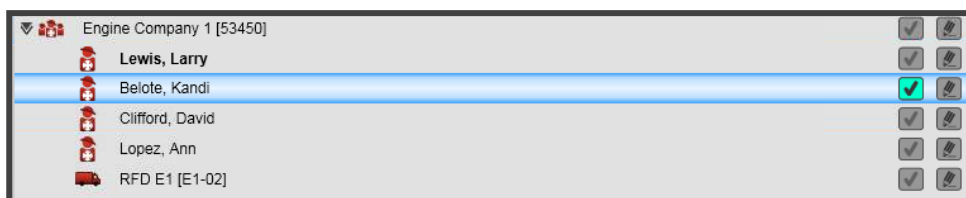

The box to the right of the resource will be illuminated and the Out icon will be available.
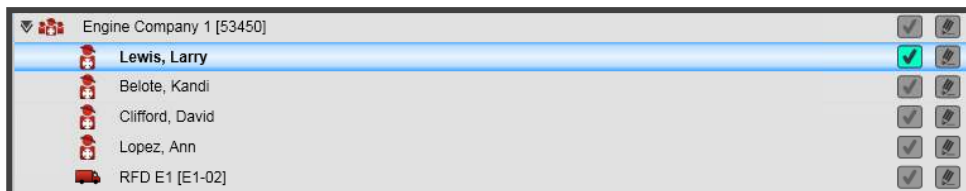
3. Click on the **Checkmark** to the right of the resource.

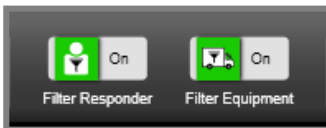The box to the right of the resource will be illuminated and the Out icon will be available.

Check Out

The **Check Out** function allows you to give companies, responders and equipment <u>Off Duty</u> status. The Check Out function operates in the same manner as the Check In function described above.
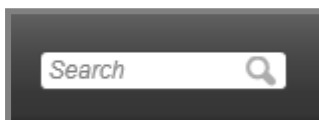
Filter Responder & Equipment

When you click on the **Filter Responder** icon it filters out all of the responders. When you click on the **Filter Equipment** icon it filters out all of the equipment.
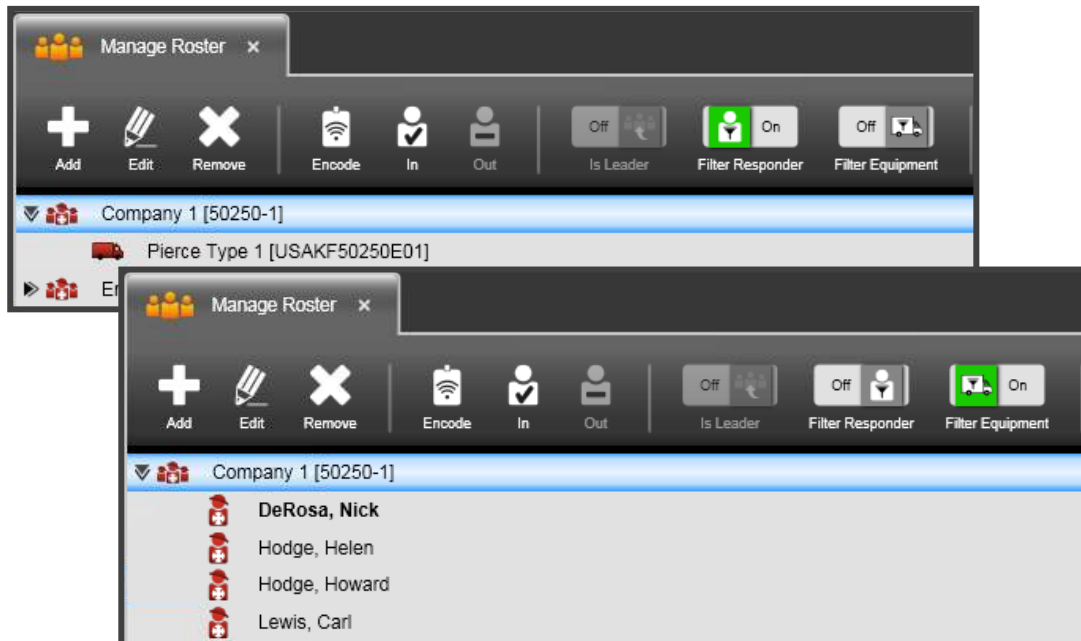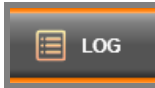

Search

The search function allows you to search for companies, responders and equipment. The search is restricted to the information available on the screen. If the filter functions are on, the search with disregard those items being filtered out.

Roster Log

Click on the **Log** icon.

The Roster Log provides you with time stamped information regarding the status, role and notes of the companies, responders and equipment.

Search

The search is available for all of the information in the log. You must first choose the type of information from the dropdown.
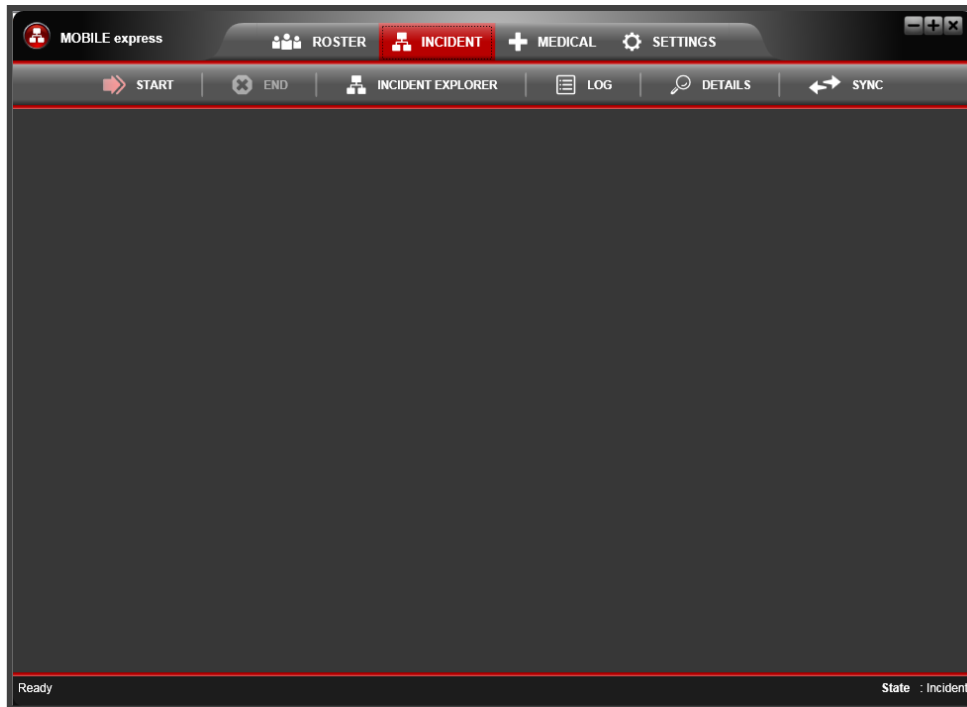

Incident

If this is the first time that MOBILE express is being used following the initial installation you should proceed to Settings to setup an organization and at least one scanning device. NOTE: You must setup at least one scanning device in order to enter responders and equipment.

- Only one incident may be in progress.
- Incidents may be ended at any time and the ended incidents may be reopened.
- Incident details (e.g., run number, name, dates, type, location, training status) may be edited at any time during an incident or after an incident has been reopened.

Start an Incident

To begin a new incident or open an incident that is in progress, click on the **START** icon.

Incident – New Tab

The information on the **New** tab is <u>not required</u>. You may click on the **Save** button and begin the incident immediately.

NOTE: All of the information may be changed once the incident begins except for the Organization and Type.

Run Number. Type in an incident number.   The   maximum   number   of characters is 50.

Organization.   The   organization represents the information that appears in Settings → Organization. NOTE: If the Organization is not correct go to Settings → Organization and add the organization.

Name. Type in an incident name. The maximum number of characters is 50.

Type. Choose from the dropdown

Start Date. The date reflects the information from the current settings on the MOBILE express computer.

Is Training. Check this box for a training session.

Location. Click on the down arrow next to Location to expand the location information area. The information is not required.

Click on the **Save** button when all of the information is complete.

Incident – Find Tab

The Find tab provides you with information on previous incidents including the Start Date/Time and End Date/Time (if applicable).

- You may open incidents that have been ended.
- When you exit MOBILE express the open incident will not be ended.

To Start an incident click on the arrow in the **Open** column.

End an Incident

You may end an incident at any time.
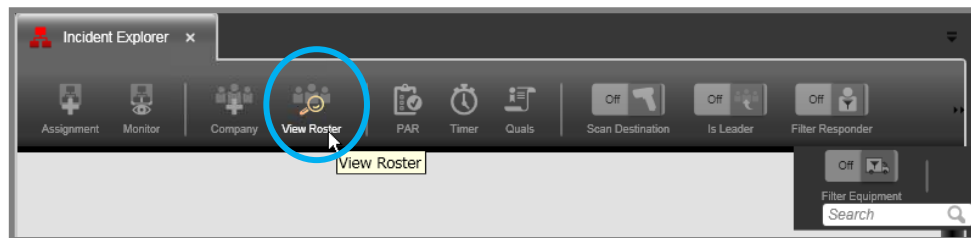
- You will not be given a warning that you are closing the incident.
- You may open an incident after it has been closed
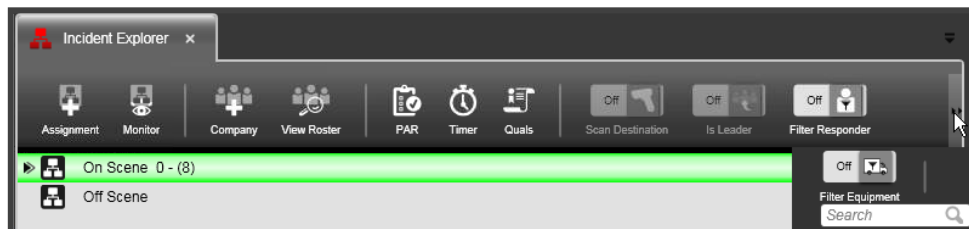- The end date and time will appear on the find tab.
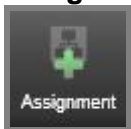
Incident Explorer

When an incident has not yet been started only the View Roster functionality is available.

When an incident is open the complete functionality of the Incident Explorer tab is available.

Assignment

<u>All companies, responders and equipment must be attached to an assignment.</u>
Companies, responders and equipment can be added to any assignment.

Assignments may be added to MOBILE express electronically or manually. Assignments
with the same name, regardless of the level to which they are associated, will be treated
as the same assignment.
An Assignment may be added as a subordinate to another assignment. This functionality
is available using the drag and drop method. All responders and equipment within the
assignment will be moved with the assignment.

Companies, responders and equipment may be moved to a different assignment using the
drag and drop method.

Electronic Entry
To electronically enter an assignment, scan it and it will be automatically placed in the
On Scene assignment and will be the active assignment.

Manual Entry
To manually enter an assignment, click on the **Assignment** icon and the **Add
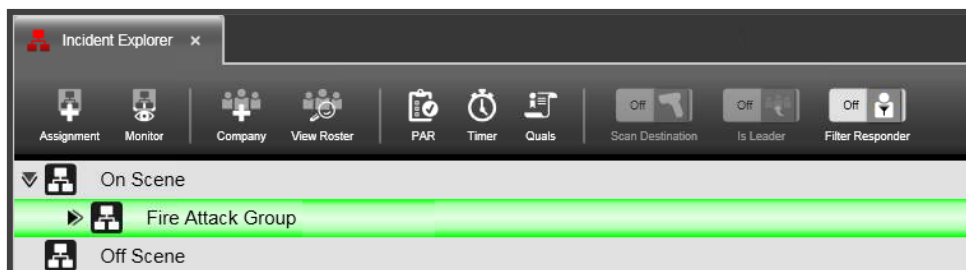Assignment** tab will appear.

Name. Type in the Name. The maximum
number of characters is 50.

Level: Choose from the dropdown.
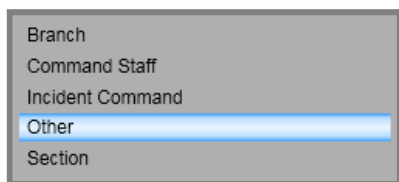
Click on the **Save** button when the information is complete.

The assignment will appear under the On Scene assignment and is active.

Count
Responders

The number of responders in an assignment is listed at the end of the assignment. The first number is the number of responders directly attached to the assignment. The second number in parentheses is the total number of responders directly in the assignment, plus a roll up count of responders within all child companies or assignments.

Resources

You may also display the resource information if you place your mouse over the assignment. The resource box displays the responder, equipment, patients and companies. The number in front of the description represents the number of that particular type of resource directly attached to the assignment. The number in the parentheses represents the total number of that particular type of resource that is in the assignment including responders in companies and responders in assignments located within that assignment.
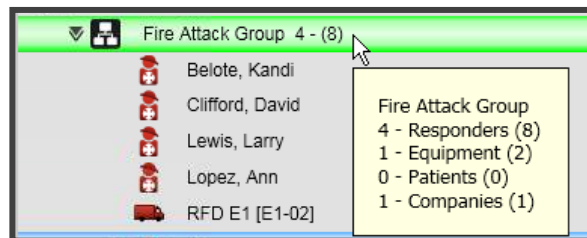
Moving Resources

You may move companies, responders and equipment to different assignments. To move companies with the resources attached use the drag and drop method. To move responders and equipment that are not part of a company you may use the scan method or the drag and drop method.

Monitor
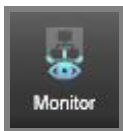
The Monitor function allows you to display only the assignments that you choose. Highlight an assignment or press the control key and click on multiple assignments to highlight them. Click on the Monitor icon or right click on the assignment(s) and choose Monitor from the dropdown. Only the assignment or assignments that you have chosen will be displayed on the tab.
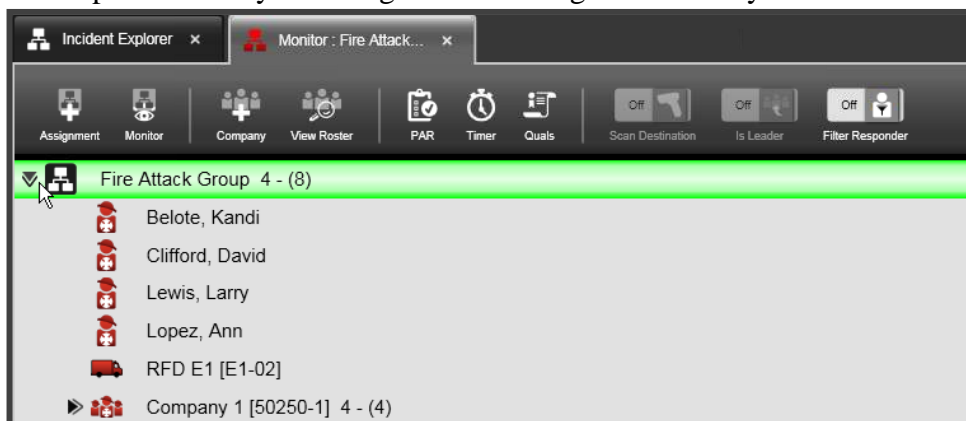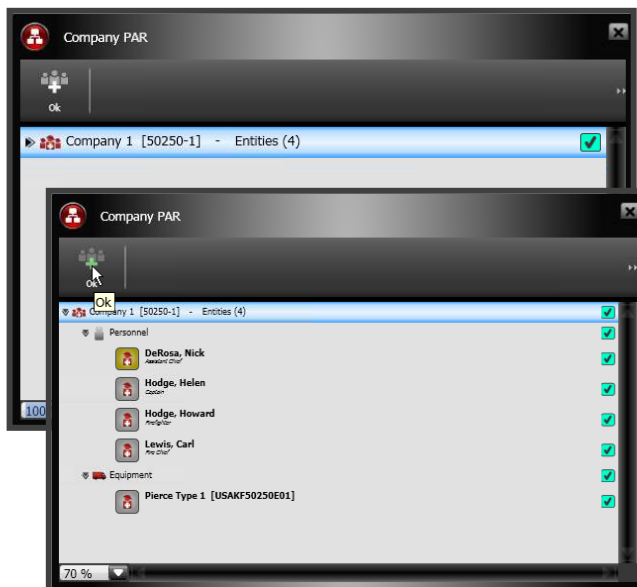
Company
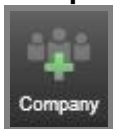
You may scan a company barcode or smart card that contains the company resource information or you may manually enter a company and scan the responders and equipment into the company. A company may be moved from the Roster to an open incident as a single unit. A company and some or all of the responders and equipment belonging to that company may be checked in as On Duty prior to being added to an open incident from the Roster. Responders and equipment may be moved from one company to another.

Add a Company

Electronic Entry

With the **Incident Explorer** tab active, scan a company barcode or smart card. The **Company PAR** screen will appear. You may expand the company to review the personnel and equipment and to uncheck any resources that are not part of the company.

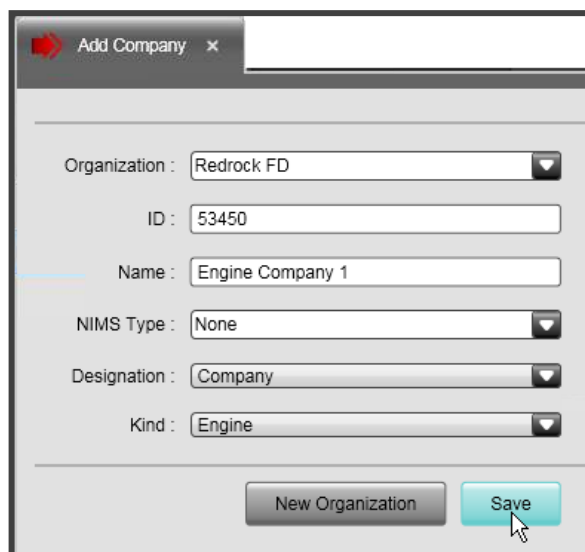Click on the **OK** icon and the company will appear on the **Incident Explorer** tab.

Manual Entry

Click on the **Add** icon to manually add a Company.
Organization: Choose from the dropdown. If the organization does not exist click on the New Organization button and add the organization.
ID: Type in the ID. The maximum number of characters is 50.

Name: Type in the Name. The maximum number of characters is 50.

NIMS Type: Choose from the dropdown.

Designation: Choose from the dropdown or type into the box. The maximum number of characters is 25.

Kind: Choose from the dropdown or type into the box. The maximum number of characters is 25.

NOTE: The information that you manually enter for the designation and the kind will be used for this record only and <u>will not</u> remain in the dropdown list for additional companies.

When the information is complete, click on the **Save** button and the company will appear on the **Incident Explorer** tab.
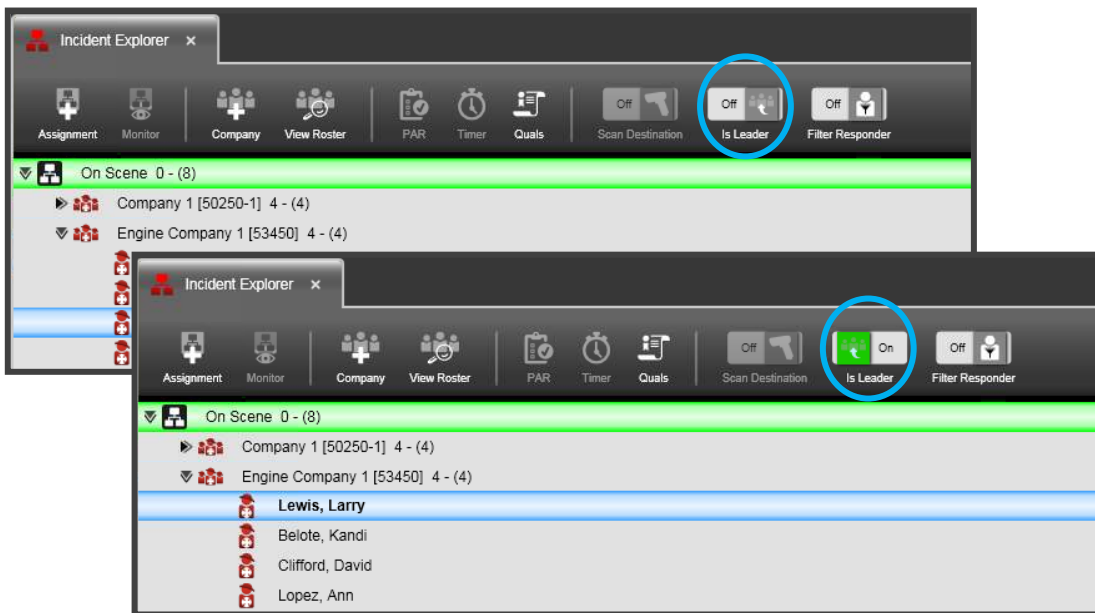
Add Responders and Equipment to an Incident

Highlight the company or the assignment and scan the responders and equipment information. The resources will appear indented under the company or assignment. The responders will be listed in alphabetical order with last name first and the equipment will be listed in alphabetical order by description.

The number of responders in a company or an assignment is listed at the end of the assignment. The first number is the number of responders <u>directly attached</u> to the company or assignment. The second number is in parentheses and is the total number of responders attached to the company or assignment.
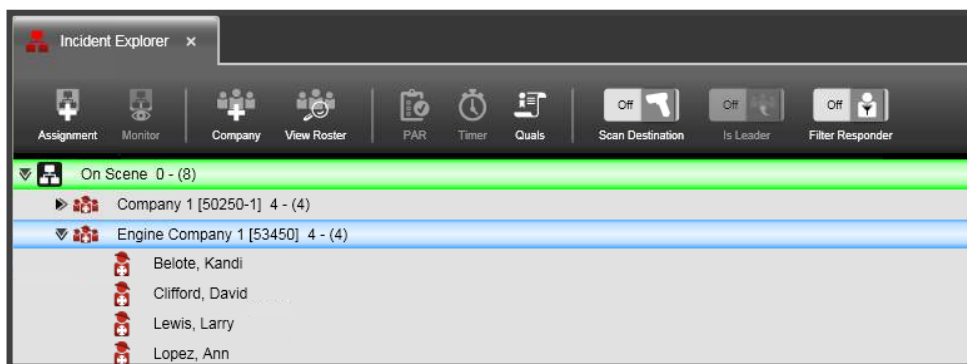
Specify Company Leader during an Incident

To specify a Company Leader, highlight the responder and click on the **Is Leader** button. The Leader of the Company will appear at the top of the list and will be in bold.   NOTE: The Leader may be part of the information that is contained in the electronic media when you scan a company.

Moving Resources

You may move a company and its resources to a new assignment using the drag and drop method. You may move responders and equipment to a different company.   A Breaking Company screen will appear.
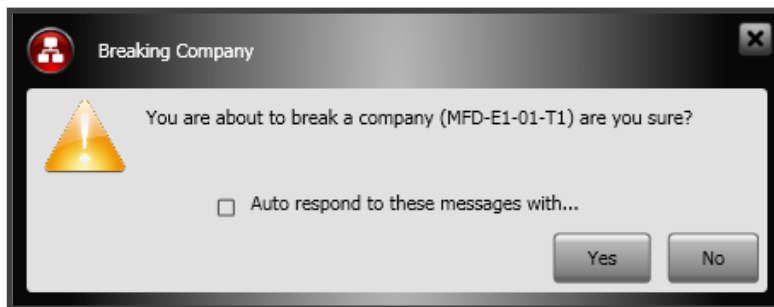
Click the **Yes** button on the **Breaking Company** screen.

If you check the box for **Auto responder to these messages with…** you will <u>not</u> receive the Breaking Company message again. If you close MOBILE express and reopen it the Breaking Company message will be active once again.

View Roster

The companies that have been placed in the roster are available at any time during an incident. You may add one or more Companies to an open incident. Only companies and resources that are Checked In will appear in the new incident.

When you click on the **View Roster** icon, the **Current Roster** screen will appear. This screen contains all of the resource information that exists on the **Manage Roster** screen. You are able to add companies with their resources attached as well as single resources (responders and equipment) to an open incident.

Add resources to an incident

To add resources that are located in the Roster to an open incident, click on the **View Roster** icon.
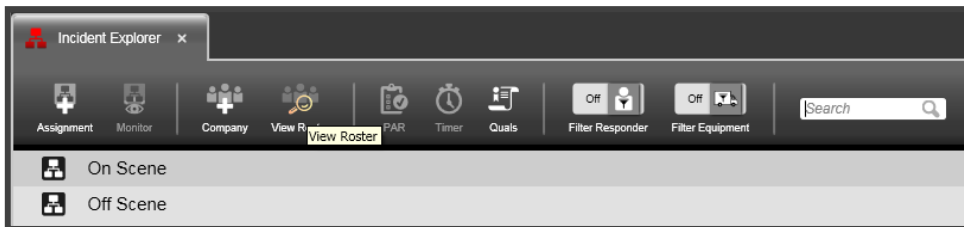

When the Roster information is displayed it is important to verify that the resources that are On Duty have been checked in prior to moving them to an incident.

When the resources have not been checked in as On Duty the checkmarks on the right side of the screen will be grey.
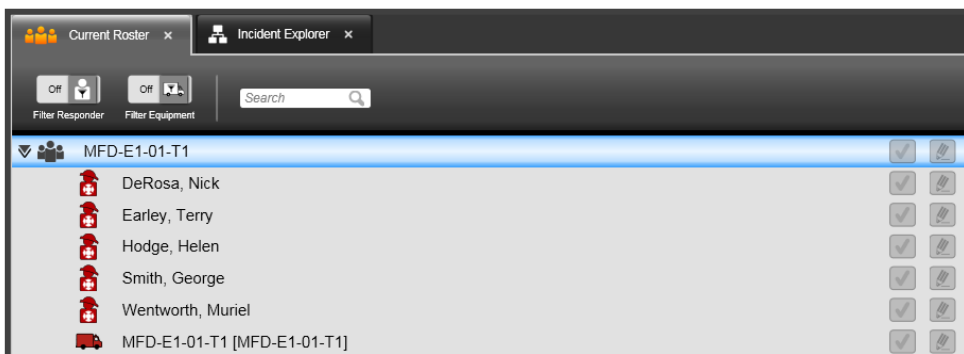
When the resources have been checked in as On Duty the checkmarks on the right side of the screen will be highlighted.
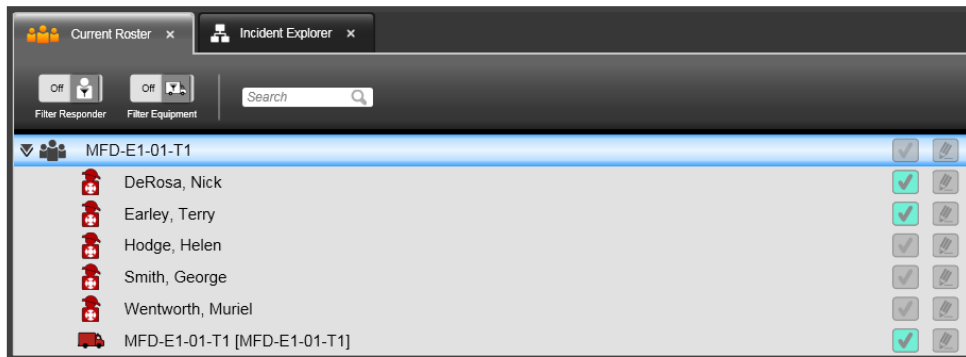

Place the mouse on Current Roster tab heading and right click to open the dropdown. Choose New Horizontal or Vertical Tab Group. The Current Roster tab will move allowing you to use the drag and drop method.
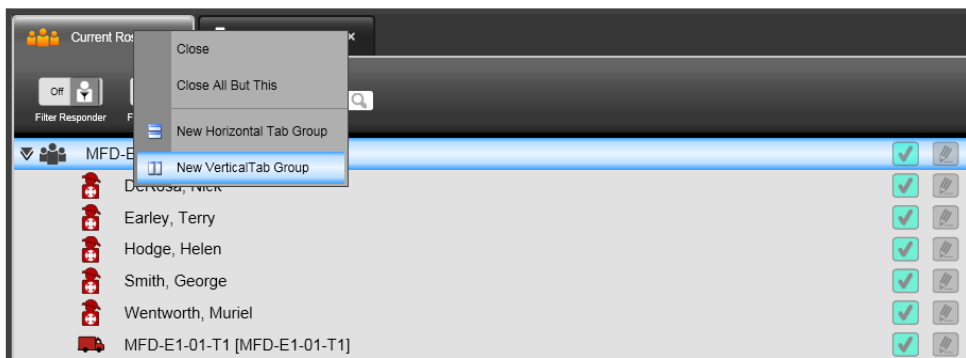
To add a company with all of its Checked In resources or single resources use the drag and drop method.
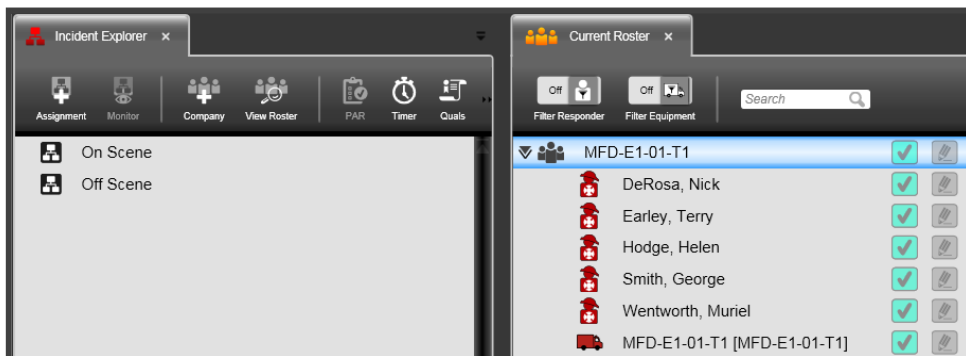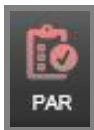
The resource information will appear on the Incident Explorer screen and will remain on the Current Roster screen.
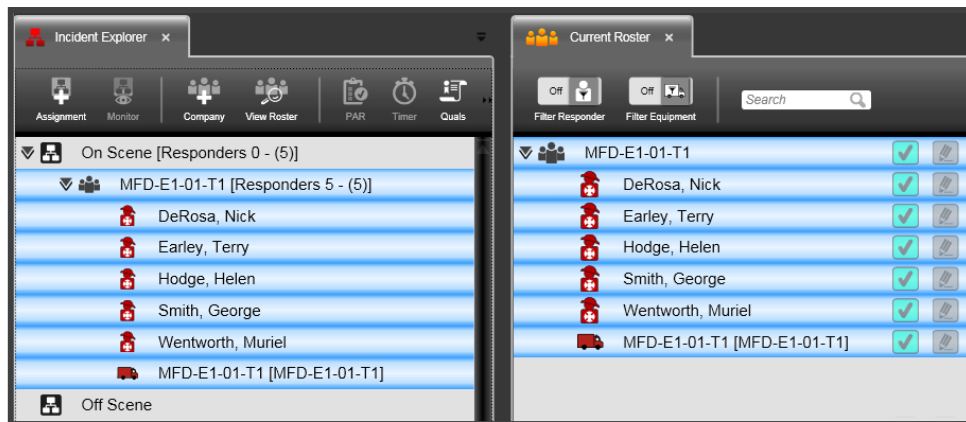
NOTE: If you move a Company to an incident and one or more of the single resources (responders or pieces of equipment) are already in an assignment at the incident the single resource(s) will be relocated and will appear with the Company.

PAR

PAR may be called for the entire incident or a single assignment.

When PAR is called the **PAR Explorer** tab represents a specific moment in time. If changes are made to the resources while PAR is being completed the PAR count on the PAR Explorer tab will not change.

The number of responders in an assignment is listed at the end of the assignment. The first number is the number of responders directly attached to the assignment. The second number is in parentheses and is the total number of responders in the assignment.

You may use a Timer to prompt the PAR Explorer screen to open.

To view the PAR for the entire incident (On Scene assignment) or a single assignment, highlight the assignment and click on the PAR icon or right click on the assignment and choose PAR.
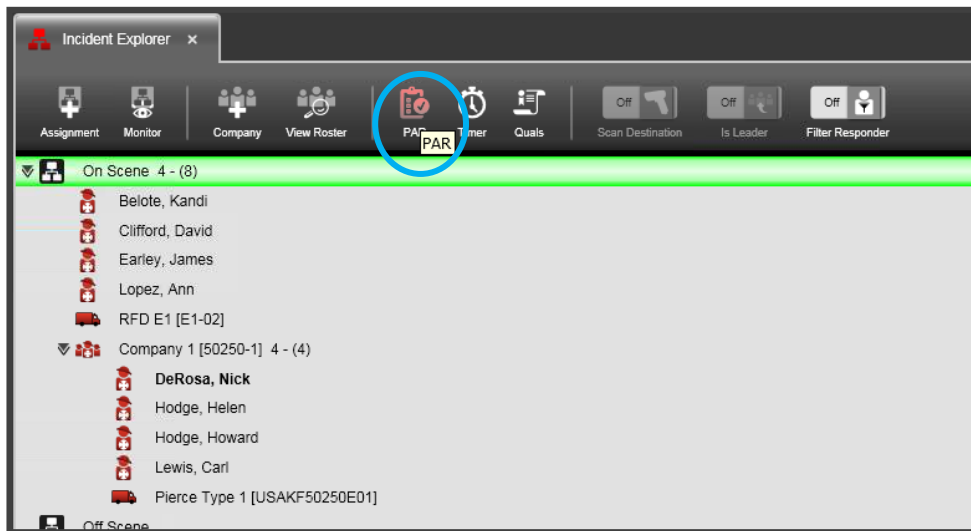

The PAR Explorer tab will appear. The assignments are listed in alphabetical order.
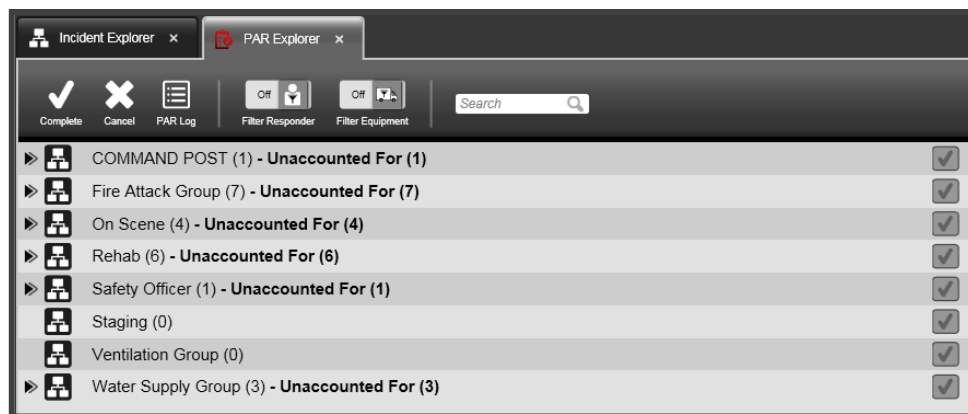
You may record PAR from the assignment view or you may expand the assignments to view the companies and single resources. The companies may be expanded. When you activate the checkmark on the right it signifies that the resources have been accounted for.
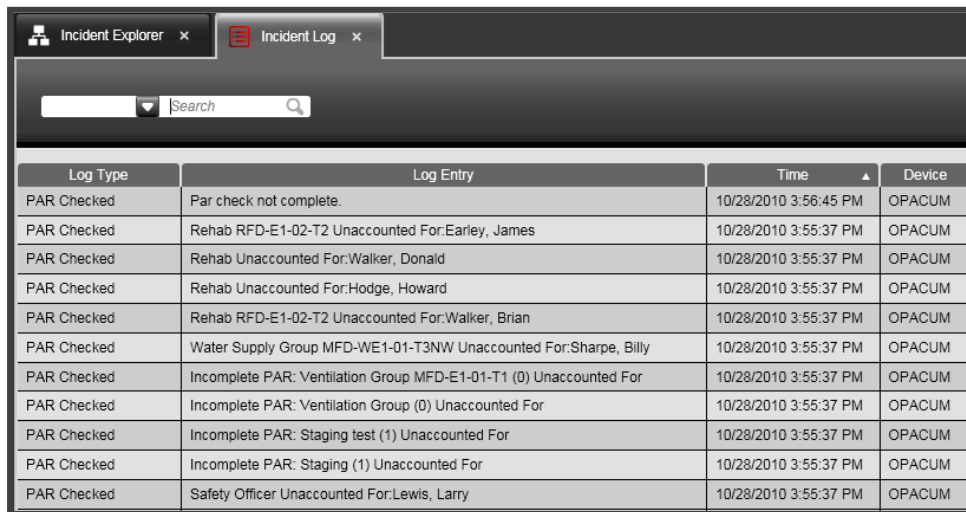
NOTE: If you do not choose to expand an assignment and/or a company and you activate the checkmark to the right, all of the resources in that assignment and/or company will be activated signifying that they have been accounted for. When all of the checkmarks for the responders and/or companies within an assignment have been activated, the

assignment checkmark will be activated.
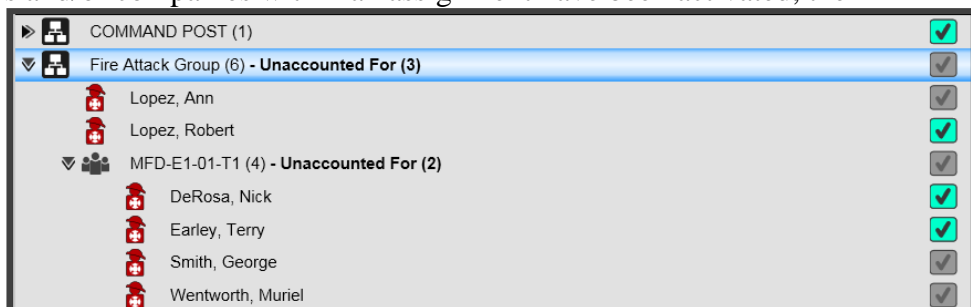
Complete

When you have finished recording PAR, click on the Complete Icon. The PAR information will be available in the Incident Log. The information will include the responders that were not accounted for as well as the assignment for which PAR was completed successfully.

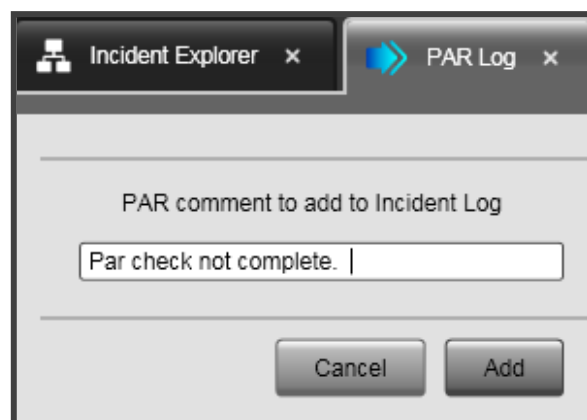| Log Type	Log Entry	Time ▲	Device
PAR Checked	Par check not complete.	10/28/2010 3:56:45 PM	OPACUM
PAR Checked	Rehab RFD-E1-02-T2 Unaccounted For:Earley, James	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Rehab Unaccounted For:Walker, Donald	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Rehab Unaccounted For:Hodge, Howard	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Rehab RFD-E1-02-T2 Unaccounted For:Walker, Brian	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Water Supply Group MFD-WE1-01-T3NW Unaccounted For:Sharpe, Billy	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Incomplete PAR: Ventilation Group MFD-E1-01-T1 (0) Unaccounted For	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Incomplete PAR: Ventilation Group (0) Unaccounted For	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Incomplete PAR: Staging test (1) Unaccounted For	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Incomplete PAR: Staging (1) Unaccounted For	10/28/2010 3:55:37 PM	OPACUM
PAR Checked	Safety Officer Unaccounted For:Lewis, Larry	10/28/2010 3:55:37 PM	OPACUM

Cancel

Click on Cancel and the information will not be placed in the Incident Log.

PAR Log

You may add a comment to the Incident Log regarding PAR. The maximum number of characters is 99.
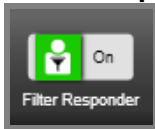

PAR comment to add to Incident Log

Par check not complete.

Cancel   Add

Filter Responder & Equipment

If you choose the filter out the responders the PAR Explorer tab will provide you with the assignments and companies and the responder information <u>will not be available</u>. Equipment is not available on the PAR Explorer screen.
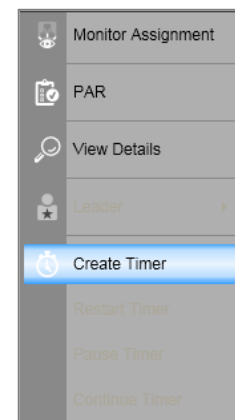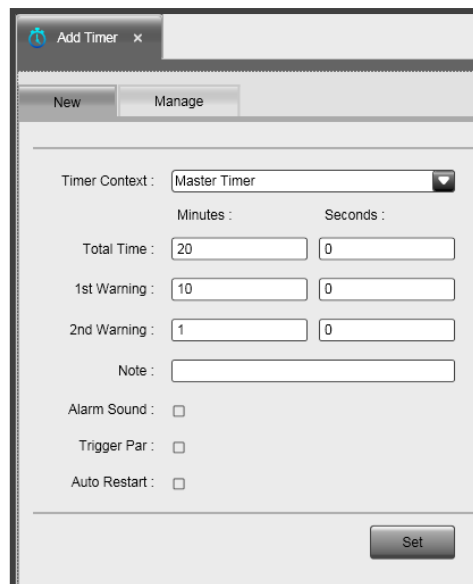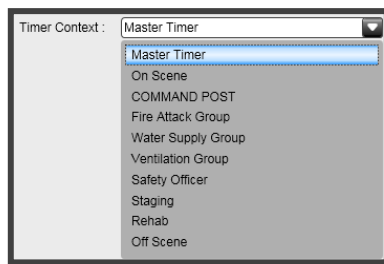

Timer

New

You may place a timer on any of the assignments in an incident or you may choose to use the Master Timer which is not attached to any assignment.

To set a timer, highlight the assignment, click on the **Timer** icon and the **Add Timer** screen will appear.   You may also highlight the assignment and right click on the menu will appear. Click on Create Timer and the **Add Timer** screen will appear.

Timer Context. The dropdown contains all of the assignments in the open incident and the Master Timer.

Timer Warning.
When the timer begins the timer clock, located to the right of the assignment, is green. The 1st warning is designated by an orange timer clock. The 2nd warning is designated by a red timer clock.

The time counts down in seconds and is located next to the timer clock.

Note. This is not required. The maximum number of characters is 255.

Alarm Sound. Check this box to have an audible alarm sound when the total time is reached.

Trigger PAR. Check this box and the PAR Explorer screen will appear as well as a message at the bottom of the screen when the total time is reached.

Auto Restart. The timer will restart until it has been paused or deleted.

Manage

You are able to access timer information and manage the timer once it has been started. Highlight the assignment where the timer resides and click on the **Timer** icon and the **Add Timer** tab will appear. Click on the **Manage** tab. You may restart, pause and remove the timer.

You may access a dropdown and manage the timer. Right click on the assignment where the timer is located and a dropdown will appear. From that dropdown you may choose to restart, pause and remove the timer.
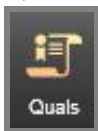
Quals

You may search for Companies, Responders or Equipment with specific qualifications. Click on the **Quals** icon and the **Search Quals** screen will appear.

Type. Choose company, responder or equipment from the dropdown

Inclusive. Check this box if you would like your search to include all of the resources that possess all of the qualifications that are checked.

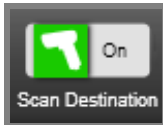**Refresh.** Information that has been synced to the incident will be added.

Clear All. All checkmarks in the qualification area will be removed
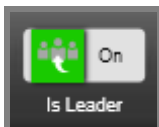
Scan Destination

You may set any company as the active company. Highlight the company and click on the Scan Destination button. The company will appear highlighted in green. Responders and personnel that are scanned will be placed in the company.   If you wish to attach a company to a company you may use the drag and drop method.
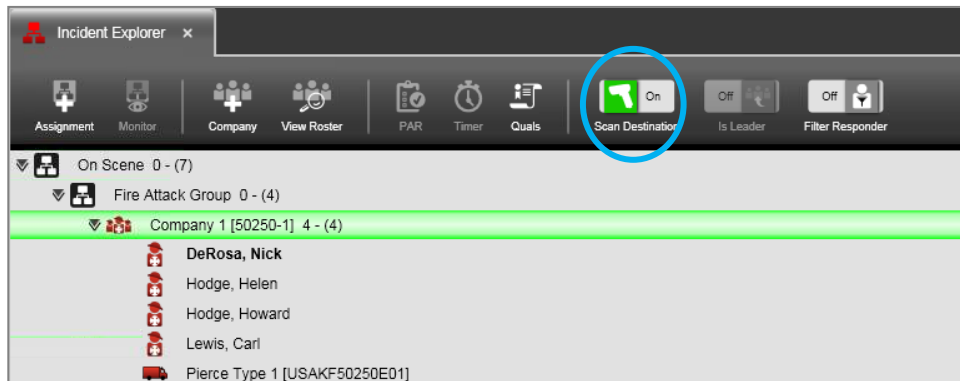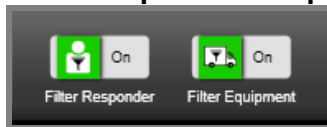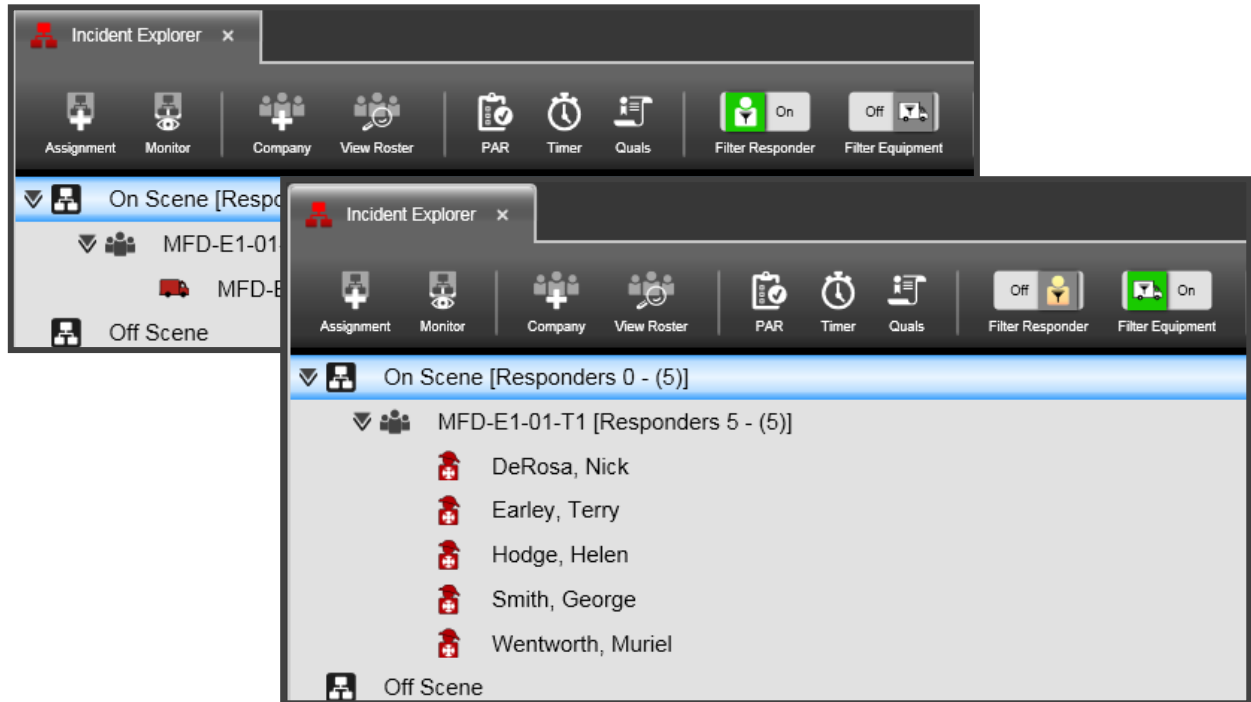

Is Leader

To specify a Company Leader, highlight the responder and click on the Is Leader button. The Leader of the Company will appear at the top of the list and will be in bold.

Filter Responder & Equipment

When you click on the **Filter Responder** icon it filters out all of the responders. When you click on the **Filter Equipment** icon it filters out all of the equipment.
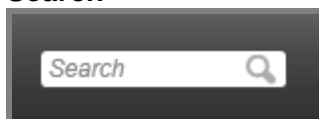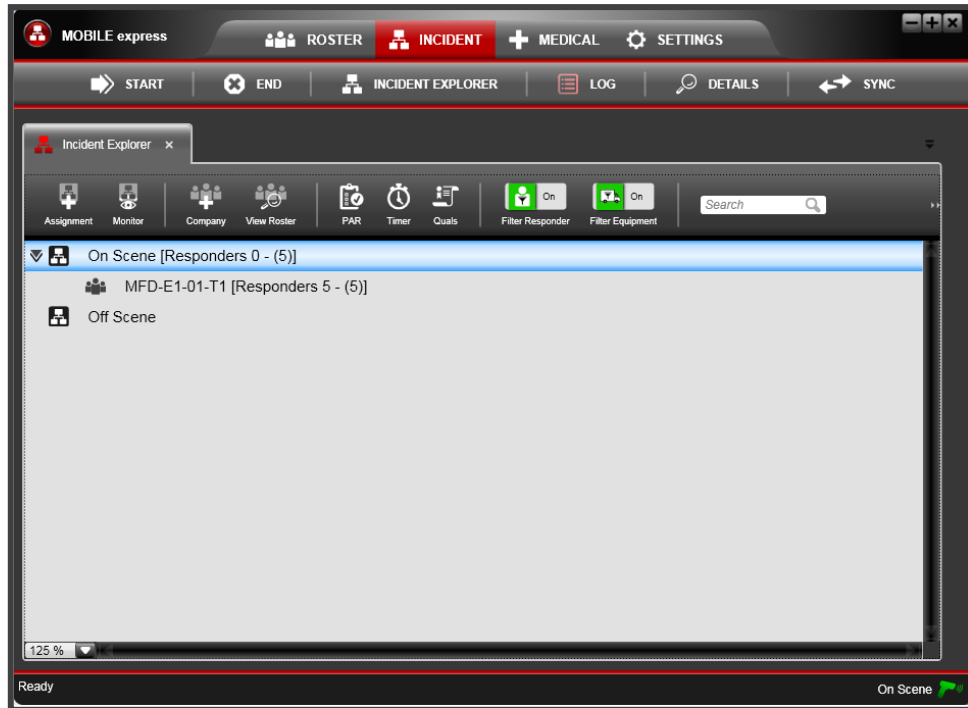

Search

The search function allows you to search for companies, responders and equipment. The search is restricted to the information available on the screen. If the filter functions are on, the search will disregard those items being filtered out.

Incident Log

Click on the **Log** icon.

The Incident Log provides information regarding the incident. Click on the top of each column to sort the information. You may search for specific details in any of the columns using the search function. Choose the type of information from the dropdown.
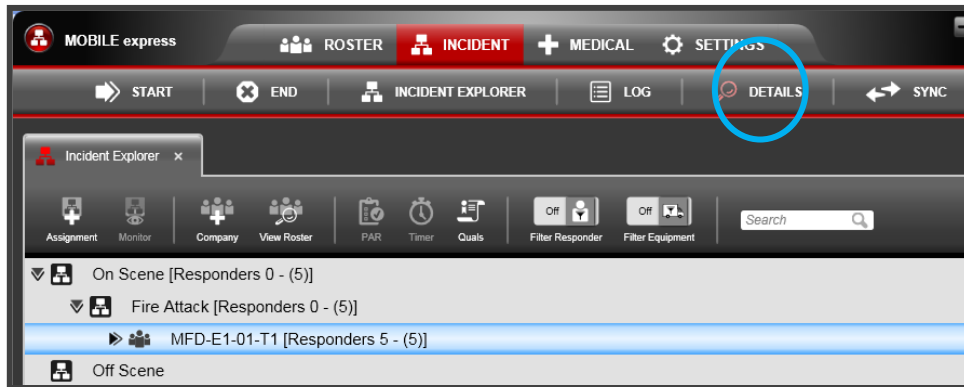
Details

To view details for an assignment, a company or a single resource,
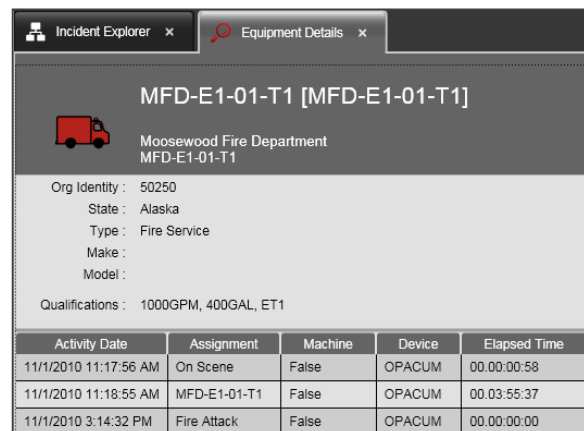- Highlight the assignment or resource and click on the **Details** icon OR
- Right click on the assignment or resource and choose View Details from the dropdown menu OR
- Drag and drop the assignment, company or single resource from the Incident Explorer tab onto the Details tab.

Responder

DeRosa, Nick
Assistant Chief
Moosewood Fire Department
500815

Org Identity :	50250
State :	Alaska
Type :	Fire Service
Qualifications :	AO, ARSONT, EMT, FF_I, FF_II, FFI, FFII, FO I_II, FOI, FOII, HAZMATT, HAZT, HMA, HMO, HMT, IC, ICT3, INVEST, MFR, SO, SOT3, VEHX, WFO_I, WFO_II, WFOI, WFOII

Activity Date	Assignment	Machine	Device	Elapsed Time
11/1/2010 11:17:05 AM	On Scene	False	OPACUM	00.00:01:50
11/1/2010 11:18:55 AM	MFD-E1-01-T1	False	OPACUM	00.03:55:37
11/1/2010 3:14:32 PM	Fire Attack	False	OPACUM	00.00:00:00

Equipment

MFD-E1-01-T1 [MFD-E1-01-T1]
Moosewood Fire Department
MFD-E1-01-T1

Org Identity :	50250
State :	Alaska
Type :	Fire Service
Make :	
Model :	
Qualifications :	1000GPM, 400GAL, ET1

| Activity Date	Assignment	Machine	Device	Elapsed Time
11/1/2010 11:17:56 AM	On Scene	False	OPACUM	00.00:00:58
11/1/2010 11:18:55 AM	MFD-E1-01-T1	False	OPACUM	00.03:55:37
11/1/2010 3:14:32 PM	Fire Attack	False	OPACUM	00.00:00:00

Company

Assignment

Sync

To send incident information to Command click on the **Sync** icon. NOTE: You must set up a Command Server and test it prior to using sync. See the Settings section.

When the information is received by Command the Add Device to Incident screen will appear. Check the box and click on save. The incident information from Mobile express will appear in Command.


If you are syncing information and attempt to close Mobile express prior to the completion of the sync function the following message will appear.
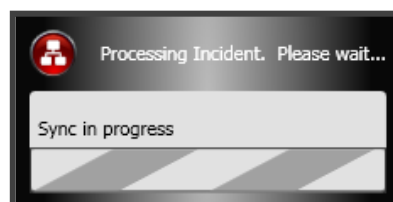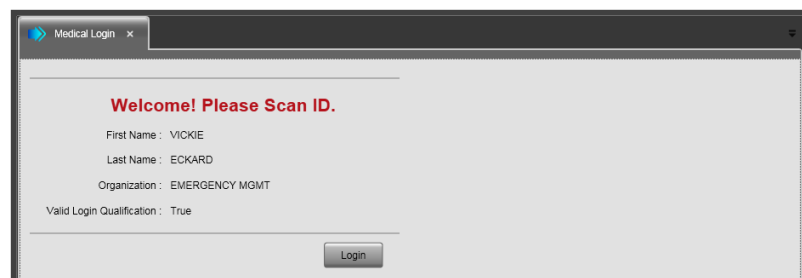
Medical

Medical containers may be read by users with permission. The permission is given based on a qualification in the user's personnel container. The software owning organization determines the qualification that will be used. The license key for the software is generated with the specified qualification and the user's credential is updated with the specified qualification.
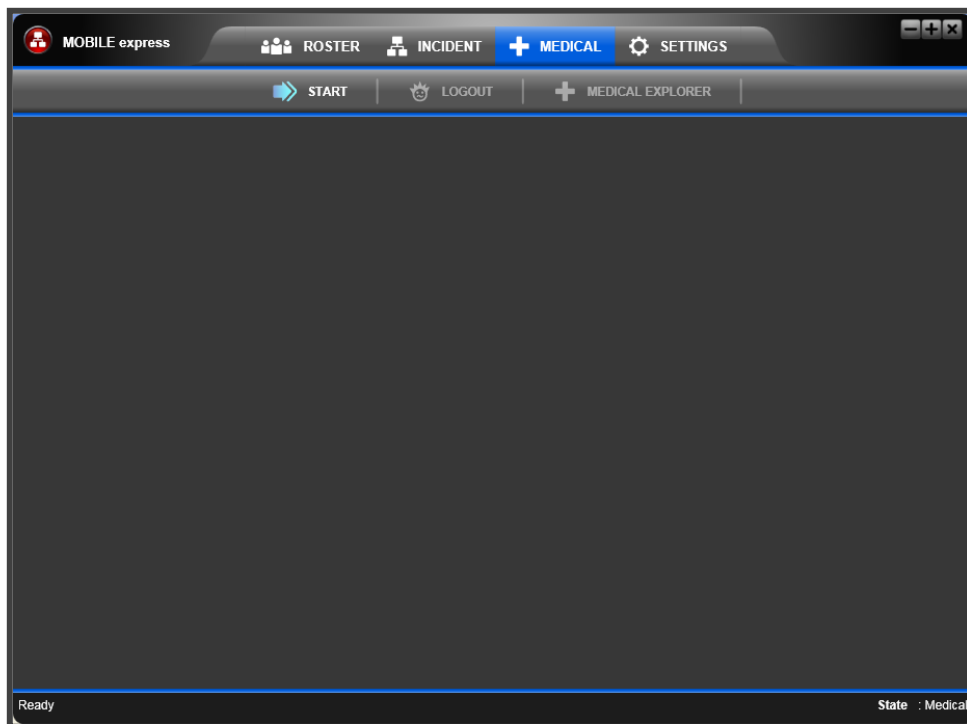
To read a medical container, scan the container of someone with the qualification that gives them permission to read the information. Their information will appear on the screen along the designation of True for the Valid Login Qualification.

Click on the **Login** button

Scan a container or smart card

The information will appear on the screen.

- If you are scanning a personnel container and a medical container for the same person the Org Identity and Birth Date will be acquired from the personnel container and the other information will be acquired from the medical container.
- If you are scanning a smart card all of the information will be included in one scan.

Click on the **Clear icon** when remove the information from the screen.